

**Information for Contributors**

These instructions supercede all previous instructions for authors.

Authors are requested to submit new manuscripts (text: MS Word, Word Perfect or RTF (Rich Text Format) and illustrations to the Managing Editor as email attachment(s). If your email system cannot accommodate the size of the files, then send disk(s) with the files to the postal address below. Within the cover email message, please indicate the names, addresses and email addresses for at least three potential reviewers of the manuscript. Upon receipt, each manuscript will receive a unique number for future reference and communication and will be forwarded to the appropriate subject editor prior to being sent out for review.

**LANGUAGE OF PUBLICATION:** English, with foreign language abstract or summary if desired or needed. If English is not your home language, please solicit assistance with your English text prior to submission.

**GENERAL SUGGESTIONS**

If possible, use the common font **Times New Roman** for the main text and **use as little formatting as possible** (use only **bold** and *italics* where necessary) and without indentation. Most formatting is done by our printer (Allen Press) according to the journal's style template. Special symbols (e.g. male or female sign) should be avoided because they are likely to be altered when files are converted. If you use them, list them in a file and send it in PDF or in hardcopy so that the typesetters at the PP publisher can find out what's missing after file conversion. You are recommended to code males as m# and females as f#; these can be replaced easily.

**SPECIFIC SUGGESTIONS**

- a. Taxon, author and year (e.g. *Acmaeodera digna* Barr, 1992) should be used for all genus- and species-group taxa upon first mention in the text, abstract and in synonymy list(s), and in the title, if necessary. If citing particular taxa in significant detail (e.g. in comparison to new taxa or when listing the original pagination), the original descriptions should be cited in the Literature Cited section. When taxon names are used only for headings, e.g. checklists, new host or distribution notes, the original description and/or full references do not need to be included in the Literature Cited.
- b. Host plant names and authors should also include the plant family at first mention in the text, e.g. *Prosopis pubescens* Benth. (Fabaceae).
- c. If beginning a sentence, the genus name should be given in full and abbreviated thereafter except to avoid possible confusion.
- d. The use of the following abbreviation format: sp. nov., gen. nov., comb. nov., nom. nov., nom. nud., nom. obl., syn. nov., etc. is required.
- e. Following the description of a new genus or species, the use of sp. nov. or gen. nov. is no longer needed in the text.
- f. At some place, either in the description or caption, the size or scale of the organism(s) should be indicated. For plates of several species, scale bars indicating relative size should be used to avoid an assumption that all figures were drawn/photographed at the same magnification.
- g. Text to be left-justified without any print commands except for italics for scientific names. Style of headings, i.e. bold, caps, etc. will be per format editor at publisher. Please avoid the use of underlined text and do not begin paragraphs with, or otherwise use, the 'em dash' (—) [MS Word character code: 2014]. Instead of using the hyphen, use the 'en dash' (—) [MS Word character code: 2013].
- h. Names of authors cited in the text should never be abbreviated, whether for a taxon or a cited reference.
- i. Do not use footnotes unless absolutely necessary.
- j. Beginning with manuscripts submitted after 1 January 1998, *The Pan-Pacific Entomologist* will require that voucher specimens be deposited in a properly maintained collection accessible to other scientists. A clear statement will be necessary for all new taxa proposed.

Preferred sequence of manuscript sections:

1. **Title** - first word and proper nouns in caps; not entire title capitalized please!
2. **Author(s)** name/address with email; indication of corresponding author
3. **Abstract:** not to exceed 250 words  
Additional foreign language abstract (where applicable)
4. **Keywords:** 5 - 7 words or concise phrases  
- begin new page -
5. **Introduction**
6. **Methods and Materials** - Definition of abbreviations
7. **Discussion or Results** (including descriptions)

*Descriptions*

Sections/headings:

Heading:

Genus author date, e.g. *Acmaeodera* Eschscholtz, 1829  
or Genus Xxx, gen. nov.

Genus species author date, e.g. *Acmaeodera gibbula*  
LeConte, 1858 or *Acmaeodera* zzz, sp. nov.

(Figures ... )

Synonymy, if needed

Description.

Specimens (not Material) examined.

Etymology.

Remarks.

Keys (in dichotomous format, e.g.):

1 .... 2

1' .... 3

2 .... 4

2' .... 5

3 .... taxon X

3' .... taxon Y

8. **Conclusion(s)**, if any or Summary (an elective section)

9. **Acknowledgements**

- begin new page -

10. **Literature Cited**

- begin new page -

11. Caption(s) or Figure legend(s).

#### CITATION OF REFERENCES IN TEXT:

Coswell (1986), (Asher 1987a, Franks & Ebbett 1988, Dorly et al. 1989), (Burton in press) and (K. Will personal communication). For multiple papers by the same author: (Weber 1932, 1936, 1941; Sebb 1950, 1952). For more detailed reference use: (Smith 1983:149-153, Price 1985: fig. 7a, Nothwith 1987: table 3).

**Literature Cited.** Do not abbreviate the names of periodicals; do not leave spaces after the colon between the volume number and pages.

Format examples are:

#### Journals/Periodicals

da Veiga-Ferreira, G. 1959. Revisao das especies Sul-Africanas da subtribo Psilopterina. *Revista de Entomologia de Moçambique* 2(2):423-546.

#### Books

Cobos, A. 1986. *Fauna Iberica de Coleopteros Buprestidae*. Consejo Superior de Investigaciones Cientificas, Madrid, pp. 1-364.

#### Book Chapters

Bellamy, C. L. & G. H. Nelson. 2002. Chapter 41. Buprestidae Leach 1815, pp. 98-112. In: R. H. Arnett, Jr., et al. (Eds.). *American Beetles*, Volume 2, CRC Press, Gainesville, xiv + 861 pp.

#### Internet resources

Beetles (Coleoptera) in Quaternary Studies at the Department of Geology, Colby College.  
Available from <http://www.colby.edu/geology/Beetles.html> (accessed 30 November 2004)

Please note that (1) **journal titles must be written in full (not abbreviated)**; (2) page ranges are connected by a 'en dash' (MS Word character code: 2013), not a hyphen '-', which is used to connect two words. For websites, it is important to include the last date when you see that site, as it can be moved or deleted from that address in the future.

**ILLUSTRATIONS** - Must be of high quality and large enough to reduce to 117 X 181 mm while maintaining label letter sizes of at least 1 mm; this reduction must also allow for space below the illustrations for the typeset figure captions. Authors are strongly encouraged to provide illustrations no larger than 8.5 X 11 inches for easy handling. Figures should be numbered in a logical sequence and authors may indicate a preference for placement of figures in manuscript.

Tables. - Keep tables to a minimum and do not reduce them. Tables should be formatted with the word processor of choice can be presented either at a preferred place in the text or at the end of the manuscript.

Hard copy: Illustrations should be mounted and each labeled on the back indicating: 1) figure number, 2) direction of top, 3) author's name, 4) title of manuscript, and 5) name of journal. Do not attach captions to the figures.

Electronic copy: Text figures, e.g. line drawings, color figures or plates submitted as separate files in low resolution JPG format for review and high resolution TIF for printing. JPG figures should be grouped in a single PDF file for ease of review. For final figures, to be sent to the printer by the editor: preferred formats for digital figures are either .eps or .tif. Resolution requirements are as follows: for line shots, 1200dpi; for halftones, 300dpi; and for color, 300dpi. Color figures should be in CMYK mode, not RGB. Of course, any resolution higher than these is fine too.

Caption(s), on separate page(s) (not to be part of the plate), should reflect, in short, what each figures illustrates, e.g.

Figure 1, Genus X species Y, dorsal aspect of male holotype, scale bar = 1 mm, ns = notal stripe, dc = dorsocentral seta.

**Scientific Notes.** - Notes use an abbreviated format and lack the following: abstract, key words, footnotes, and section headings. Literature Cited section should follow the same conventions listed above for full research papers. A short acknowledgment is permitted as a minor heading paragraph. Authors and affiliations are listed in the last paragraph of the note.

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Further instructions, current Society officers address and email details, and general information on the Pacific Coast Entomological Society is available on the web (address above).

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